

REQUEST FOR PROPOSAL
#0510-20



INDIANA STATE OFFICE BUILDING COMMISSION

TECHNICAL REPRESENTATIVE

NORTHEAST REGIONAL HOSPITAL

FORT WAYNE, INDIANA

DUE OCTOBER 22, 2004 NO LATER THAN 2:00 P.M.

REQUEST FOR PROPOSAL #0510-20

This is a Request For Proposal issued by the Indiana State Office Building Commission (SOBC). The SOBC has been authorized to undertake the design and construction of a new state-of-the-art care and treatment facility for clients/patients assessed with developmental disabilities and behavioral and/or psychiatric disorders. The location is yet to be determined but will be in Fort Wayne, Indiana. The SOBC has not entered into a contract with a design firm. This announcement solicits expression of interest from all entities to be considered as the provider of technical representation services during the design and construction of this facility.

This Request for Proposal (RFP) is intended to publicize the availability of contracting opportunities for services described herein. The SOBC creates no obligation, expressed or implied, by issuing this Announcement or by receipt of any proposals submitted pursuant hereto. The award of any contract(s) as a result of this RFP shall be at the sole discretion of the SOBC. Neither this Announcement nor any proposal submitted in response hereto is to be construed as a legal offer.

The purpose of this RFP is to seek information regarding your firm and/or team and to encourage each responding firm to be creative in its response to the RFP. No contract will be awarded without further discussion and negotiation with the responding firm. The SOBC will not be responsible for any expenses incurred by any firm in preparing and submitting information responding to this request. It is anticipated that some firms may be interviewed by the staff of the SOBC.

CONFIDENTIAL INFORMATION

Potential offerors are advised that materials contained in their proposals are subject to the Indiana Public Records Act, IC 5-14-3 et. Seq., and after the contract award, may be viewed and/or copied by any member of the public, including news agencies and competitors. Potential offerors claiming a statutory exception to the Indiana Public Records Act, must place all confidential documents in a sealed envelope, clearly marked "Confidential" and must indicate on the outside of their proposal envelope that confidential materials are included and specify which statutory exception provision applies. The SOBC reserves the right to make determinations of confidentiality. If the SOBC does not agree with the information designated confidential under one of the disclosure exceptions to the Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the offeror. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the SOBC will remove the proposal from consideration for award and return the proposal to the offeror. The SOBC will not determine price to be confidential information.

SCOPE OF WORK

The SOBC will be selecting an architectural/engineering design firm to assist the SOBC. The project will include the construction of a new hospital for adults with developmental

disabilities and behavioral and/or psychiatric disorders to be located on the site selected in Fort Wayne, Indiana. It is anticipated that the facility will be constructed on approximately 40 acres and will serve a population of 120 adults, of which, 90 are for those with mental retardation/developmental disabilities (MR/DD) and 30 with mental illness (MI). Flexibility must be an aspect of design to allow for changes in population, segregation of one population from another and possible shift from initial focus on developmentally disabled to facility that may be primarily psychiatric. As part of the flexibility, the number of clients/patients served must be able to be increased by an additional 30 without major infrastructure changes. This facility is to be a hospital accredited by JCAHO, meet all requirements as an ICF/MR and reflect current treatment modalities.

This RFP is to solicit proposals for a Technical Representative firm or team that will assist, and provide advice to, the owner (the SOBC) during programming, design, and construction phases of this project. It is anticipated that the firm selected to provide technical representative services will be involved in all aspects of the project, including assisting during the review of architect's design standards and assumptions. The Technical Representative firm will assist the SOBC and the design team in maximizing resources and efficiency, documenting contract compliance and project activities, and providing quality assurance review of documents and drawings.

The Technical Representative services proposed should reflect a comprehensive approach to assisting the SOBC with scheduling, budget development and cost estimating throughout the project, including design phase completion, quality assurance reviews of designs and bidding documents, and on-site management. If the responding firm intends to enter into subcontractual arrangements with architectural or engineering firms to perform some for the Technical Representative services, the response should contain the names of selected firms. The Technical Representative should be familiar with the coordination of responses to various site concerns, including but not limited to any filings and requirements, including environmental concerns. At a minimum, but not limited to, the following items should be addressed in the response:

- Develop project objectives with schedule for design team
- Establish milestones/deadlines for all team members
- Obtain commitments to objectives, schedule, budget, and program
- Provide cost estimates during schematic, design development, and construction document phases of design, including value engineering assessment
- Cost estimating during construction including estimates for all scope changes that are additional costs to the project
- Identify long lead times
- Coordinate land use and site planning, including infrastructure

- Cost control through design
- Review all design phases for completion and include written documentation of review noting any and all concerns discussed and resolved
- Project planning and coordination to meet completion date
- Monitor general contractor's activities/quality control/safety and provide daily reporting
- Assist with monitor and coordinate change order process
- Pre-bid review, and evaluate bid specifications and documents
- Provide a project budget
- Maintain project accounting and cost tracking if required by Project Manager
- Review coordination and scheduling of construction and provide comments for improvements
- Assist with coordination with LEED Commissioning Agent and State's Project Manager
- Project turnover, commissioning and acceptance plan
- On-site daily representation by individual(s) with construction experience similar to a construction superintendent

TERMS

The resulting contract shall be for a period commencing from the date of final approval of contract through the construction phase of the hospital facility. This agreement may be terminated by either party during the term of agreement by giving thirty (30) days written notice to the other party. In the event that this agreement is terminated, the contractor shall return all SOBC supplied materials to the SOBC.

The selected firm should anticipate executing a standard SOBC contract for Technical Representative services. The contract will provide for a firm, fixed price for Technical Representative services through completion of the construction of the new hospital facility.

PROPOSALS SUBMISSIONS

Responses must be received no later than 2:00 p.m. Eastern Standard time on October 22, 2004. Responses received after 2:00 p.m. will not be considered.

Firms interested in providing services to the SOBC should submit proposals that provide the following:

- **ONE** original and **THREE unbound** copies of their written responses to:

Susan Williams, Executive Director
Indiana State Office Building Commission
402 West Washington Street, Room W478
Indianapolis, Indiana 46204
(317) 232-2302

- **Each of the three copies should be UNBOUND.**
- **Responses should not exceed 15 pages.**
- Each response should designate one person as the principal contact for the proposing firm.
- The outside of the envelope should be clearly marked: "RESPONSE TO REQUEST FOR PROPOSAL # 0510-20"
- No more than one response per firm should be submitted.

It is currently anticipated, following a review of responses, that some of the responding firms will be requested to make oral presentations.

QUESTIONNAIRE

1. List the Company Name and Address of principal location and Indiana office(s), if any. List also the names, titles, and experience of the team members who would be assigned to this contract. The SOBC would like to have one individual assigned to plan and coordinate all work under this contract. Also, provide the names and experience of supervisory personnel who will be assigned to the performance of this contract.
2. Indicate how your firm will provide the services requested in this RFP and an outline of procedures used by the firm in dealing with clients. Provide any case histories or other information that is available to indicate past performance on similar types of services, including copies of typical reports.
3. Please describe:
 - (a) Your firm's particular experience, background, or expertise that qualifies your firm for this project.
 - (b) A brief history of your firm.
 - (c) Number of full-time regular employees.
 - (d) Average length of service of professional personnel, by professional category, in years.

(e) Source of additional personnel when required for peak season work.

4. References:

- (a) List several persons who can provide information about similar work your firm has completed within the past year, and;
- (b) Provide a list of financial references who can provide information about the firm.

All responses will be reviewed by members of the Evaluation Team. References may be contacted. It is possible that some firms may be requested to make presentations to the Evaluation Team. The Executive Director of the SOBC will, in the exercise of her sole discretion, determine which response offers the best means of servicing the interests of the SOBC. The exercise of this discretion will be final.

QUESTIONS REGARDING RFP

Any questions regarding this RFP **must be submitted in writing** to the Indiana State Office Building Commission, 402 West Washington Street, Room W478, Indianapolis, Indiana 46204, no later than 2:00 p.m. Eastern Standard Time on October 15, 2004. **Questions may also be submitted by fax at (317) 232-6661.** Questions received after 2:00 p.m. will not be considered. Responses to all questions will be promptly prepared and provided to each entity that received a copy of the RFP. Questions should not be directed in any other form or to any staff member of the SOBC or any other state employee. Such action may disqualify offeror from consideration for selection.

SELECTION CRITERIA

Responses will be evaluated based upon the proven ability of the respondent to satisfy the requirements of the Announcement in a cost-effective manner. Specific criteria include:

- Demonstrated technical representation experience, and expertise with large, complex health care facility projects of both team and of those individuals that will be assigned to this project.
- Experience and expertise with the government bidding requirements, particularly with respect to expediting project completion.
- Ability to coordinate and react to diverse project and program requirements.
- Familiarity and experience with the LEED Certification goals.
- Satisfactory completion and submission of the enclosed Minority Business Enterprises Participation Plan form.

SELECTION PROCESS

The Evaluation Team will evaluate all of the responses in the following manner:

1. Each response will be evaluated based on the criteria listed below.
2. Based on the results of the evaluation, the proposal determined to be most advantageous to the SOBC, taking into account all of the evaluation criteria, may be selected by the SOBC for further action.
3. If technical proposals are close to equal, greater weight could be given to firms based in Indiana.

It is possible that finalists will be interviewed by persons participating in the selection process. The Executive Director of the SOBC will determine which response offers the best means of servicing the interests of the SOBC, and will recommend that response for award at a public meeting of the Indiana State Office Building Commission.

EQUAL OPPORTUNITY COMMITMENT

Pursuant to IC 4-13-16.5 and in accordance with 25 IAC 2-20, the Executive Director of the SOBC has determined that there is a reasonable expectation of minority business enterprise participation in this contract. Therefore, a contract goal of (5%) Minority Business Enterprise (MBE) participation and not less than three percent (3%) Women Business Enterprise (WBE) has been established and all offerors and their subcontractors will be expected to comply with the regulations set forth in 25 IAC 2-20. Questions involving the regulations governing the minority and women's business enterprise participation plan and the application for waiver from the contract goal should be directed to:

Minority Business and Women's Enterprise Division
Indiana Department of Administration
402 W. Washington St., Room W469
Indianapolis, IN 46204
(317) 233-6607

Compliance with these regulations will be considered to be a demonstration of the offeror's responsiveness and responsibility. Failure to comply with these regulations may result in the determinations of the offeror as nonresponsive. Respondents should review the supplemental instructions and complete and submit the plan or request for waiver as part of their response. For further information, please consult the Supplement for Minority Business Enterprise Participations Plan which is attached to this RFP.